



**U.S. GOVERNMENT PRINTING OFFICE
MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 03-084
POSITION: Printing Specialist
SERIES/GRADE: PG-1654-12
SALARY RANGE: \$56,525 - \$73,483 PA
ISSUE DATE: 03/26/03
CLOSING DATE: 05/07/03
NUMBER OF VACANCIES: One
ORGANIZATION: Printing Procurement Department
Regional Operations Office
Atlanta Regional Printing Procurement Office
GEOGRAPHIC LOCATION: Atlanta, Georgia
PROMOTION POTENTIAL: None
DURATION OF APPOINTMENT: Permanent
TOUR OF DUTY: Shift 1
OPM NOTICE OF RESULTS REQUIRED: No
CIVIL SERVICE STATUS REQUIRED: Yes
AREA OF CONSIDERATION: All Sources

SUMMARY OF DUTIES/RESPONSIBILITIES:

The incumbent is responsible for quality assurance and contract compliance through the Attributes Program and the Progress Control Program. Reviews requisitions from ordering agencies for completeness and accuracy, and establishes acceptable levels of quality. Prepares detailed specifications for the commercial procurement of various types of printing. Specifications include method of composition, type of printing, paper stock, color of ink, binding, finishing, etc. Reviews contractors compliance with shipping schedules and quality attributes on a continued basis and makes recommendations to the Manager regarding appropriate actions. Maintains records and files on each contractor for future reference. Inspects contractors' plants to perform and/or resolve proof inspections, rejections, penalty assessments, pre-award surveys. As part of the evaluation process, reviews bids, quotations and solicitations, recommending the appropriate award action to the Contracting Officer. Compiles various reports as required. Furnishes technical advice to ordering agencies and commercial printing contractors. Analyzes and resolves customer agency and commercial printing contractors complaints. Attends meetings with representatives from various agencies and/or contractors. Performs other related duties as assigned.

QUALIFICATIONS: Applicants must possess 52 weeks of specialized experience to the next lower grade level. Specialized experience is experience, which is directly related to this position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties as described above.

NOTE: Applications will be accepted from status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When one (1) application is received, it will be considered under merit promotion procedures only.

RANKING FACTORS: *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)*

1. Knowledge of printing equipment, technology, and capabilities.
2. Skill in reading, writing, and interpreting printing specifications.
3. Knowledge of JCP Printing and Binding Regulations, Federal Procurement Regulations and Printing Procurement Regulations.
4. Knowledge of and the ability to use English composition, sentence structure, and grammar with a wide vocabulary and

comprehensive command of the English language.

5. Ability to communicate effectively both orally and in writing.

TO APPLY:

GPO Applicants:

Applicants must submit a copy of their latest annual performance rating and an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume*. If a resume is submitted, it must contain all pertinent data in the OF-612.

Non-GPO Applicants: (The following instructions apply only when the position(s) is open to applicants outside of the agency.)

Applicants may submit an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume*. If a resume is submitted, it must contain all pertinent data in the OF-612.

ALL applicants must include:

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form. Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability. Selectees must successfully pass a drug test before appointment.

GPO WILL NOT PAY RELOCATION COSTS.

OTHER ESSENTIAL INFORMATION:

Applicants must:

- be a United States citizen or national (e.g. resident of American Samoa).
- include their Social Security Number on their application.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

SUBMIT APPLICATION(S) TO:

Unit 2

U.S. Government Printing Office
Employment Branch, Room C106, Stop: PSE
732 North Capitol Street, NW
Washington, DC 20401
FAX (202) 512-1292

FOR ADDITIONAL INFORMATION CALL:

(202) 512-1118
TDD (202) 512-1519

****THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES****

****THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER****